



# Examination

## California State Lands Commission

*The California State Lands Commission guarantees equal opportunity to all regardless of race, sex, religion, national origin, ancestry, age, marital status disability or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.*

### ASSISTANT BOUNDARY DETERMINATION OFFICER

#### THIS IS AN OPEN EXAMINATION - SPOT SACRAMENTO

#### FINAL FILING DATE: Continuous

**HOW TO APPLY:** Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Submit applications to:  
California State Lands Commission  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202  
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### NO WRITTEN TEST REQUIRED

**QUALIFICATIONS APPRAISAL PANEL INTERVIEW:** Applications will be accepted on a continuous basis and interviews will be held as warranted by the needs of the Commission.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Sacramento.

**SALARY RANGE:** \$4,899-\$5,951 per month

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the entrance requirements for this examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I, 'or' II, 'or' III, etc.

For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### COMPETITION RESTRICTION

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

#### MINIMUM QUALIFICATIONS

##### Either I

One year of experience with the State Lands Commission performing duties comparable to that of a Boundary Determination Technician.

##### Or II

Experience: One year of subprofessional property and boundary surveying experience at a level equivalent to a Boundary Determination Technician. **AND**

Education: The equivalent of 12 semester or 16 quarter college units in surveying. (One year of additional qualifying experience may be substituted for the required education.)

##### Or III

Education: Graduation from a four-year college degree program in surveying or geomatics.

#### REGISTRATION REQUIREMENT

Possession of a valid certificate as a Land Surveyor In Training issued by the California State Board of Registration for Professional Engineers. (Applicants who do not possess the required certificate will be admitted into the examination, but must secure the certificate prior to appointment.)

#### THE POSITION

This classification is available for use only in the State Lands Commission. Incumbents prepare and read maps, perform all work as a survey party member and may plan the work and direct a survey party or technical staff engaged in the determination and identification of the boundaries of State-owned lands; make technical studies and investigations pertaining to the economics, hydrologic aspects, oceanographic aspects and surveying aspects of State-owned tide and submerged lands; write memoranda and prepare reports; and do other related work.

The Assistant Boundary Determination Officer is the first certified working level of the series. Incumbents typically do field and office boundary determination work of average difficulty; and may act as lead over a group of subordinates.

#### POSITION(S) MAY EXIST IN SACRAMENTO.

#### EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

#### QUALIFICATIONS APPRAISAL – WEIGHTED 100%

### SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSISTANT BOUNDARY DETERMINATION OFFICER

FINAL FILING DATE: Continuous

GA98/3016 EXAM CODE: 10391BH

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From TDD phones: 1-800-735-2922  
From voice phones: 1-800-735-2929

**SCOPE:**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**A. Knowledge of:**

1. General research techniques and principles, map reading, California history, and California geography;
2. Elementary principles of algebra and trigonometry;
3. Principles of boundary determination and surveying;
4. Common descriptions of real property;
5. Engineering mathematics;
6. Tidal characteristics, shore processes, including beach sedimentation;
7. Littoral drift;
8. Swamp and overflowed land boundary determinations;
9. Modern surveying equipment;
10. The methods and terminology used in searching for land

11. Laws pertaining to public and private ownership of real property.

**B. Ability to:**

1. Communicate effectively;
2. Do computing neatly and accurately;
3. Follow directions;
4. Do mapping and computer-aided drafting;
5. Lead survey parties;
6. Analyze situations accurately and take effective action;
7. Prepare clear and concise reports.

**ELIGIBLE LIST:** Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will be granted in this examination.  
Career Credit Points will NOT be granted in this examination

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application which is available from the State Personnel Board offices or written test proctors.

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